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This instruction implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*. This volume applies to the Air National Guard (ANG) when published in ANGIND 2 and to US Air Force Reserve Command (AFRC). Selected paragraphs of this volume do not apply to AFRC and ANG units and are so identified. The use of the name of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

This instruction requires maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number as a person identifier. The Social Security Number is required for positive identification of personnel. This volume implements policy outlined in AFI 36-2201, *Air Force Training Program*, Vols 1-6; AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance* and outlines policy and provides guidance to personnel responsible for planning, conducting, administering, evaluating, and managing aerial port training programs.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been significantly revised and must be completely reviewed. **Major changes include:** 25K Halvorsen Loader and 60K Tunner Loader training requirements, the use of G081 to track ancillary training, Air Force Specialty Code (AFSC) specific training, and Hazardous Material Technical Specialist training. This edition also updates Night Vision Goggles (NVGs) training requirements and updates the administration of work center training and evaluations, in **Chapter 7** of this volume.

Chapter 1

TRAINING CONCEPT

1.1. General:

1.1.1. The goal of air transportation training is to reach and maintain operational readiness to fulfill wartime and peacetime requirements. To achieve this, units will train to the capabilities listed in associated Air Expeditionary Force (AEF) Time Phase Force and Development Data (TPFDD) library. Additionally, Core AFSC training requirements are identified in the air transportation career field (2T2X1) Career Field Education and Training Plan (CFETP), Specialty Training Standards (STS), and Qualification Training Packages (QTP).

1.1.2. For skill-level upgrade, air transportation personnel (2T2X1) are first trained in basic and general responsibilities, then trained in the specific tasks and duties within the unit. As individuals demonstrate proficiency in one section, they may be reassigned and trained in another section until they can perform all transportation functions. The STS for air transportation provides functional qualification standards.

1.1.3. Air Transportation Web-Based Training (ATWBT) will be used to supplement performance-based instruction but will not replace on-the-job training or serve as a substitute for performance evaluations.

1.1.4. Trainee Evaluation. Unit OJT trainers and instructors will be knowledgeable of instructional and evaluation principles.

    1.1.4.1. Objective performance evaluations are the most appropriate way to measure task competence since the desired product of training is a fully trained individual, able to perform his/her duties with little or no assistance. The standards for performance objectives are identified in the 2T2X1 CFETP, STS, and each QTP. Performance learning objectives are met only when the trainee demonstrates task competence through a performance evaluation.

    1.1.4.2. Objective written tests are appropriate for assessing learning geared toward increasing knowledge or changing attitudes (i.e., principles of leadership or safety). Unless stated in the training criteria, 80% is the minimum passing standard for written tests.

1.2. Purpose. This volume outlines the requirements to train AMC's Air Transportation (AFSC 2T2X1) personnel to a level in which they are able to fulfill AMC's missions.

1.3. Applicability. Requirements outlined in this publication apply to active 2T2X1 and civilian equivalent personnel assigned to AMC units. It also applies to Air Reserve Component (ARC) units unless otherwise noted.

Chapter 2

RESPONSIBILITIES AND DUTIES

2.1. HQ AMC/A4TR (Standardization, Programs and Resources Branch):

2.1.1. Ensures HQ AMC air transportation training programs are developed using Instructional System Development (ISD) principles.

2.1.2. Provides for the overall management and effectiveness of air transportation training programs and guidance to AMC, unit training branches, and the USAF Expeditionary Center Air Transportation Branch (EC/MOS/MOOT).

2.1.3. Identifies new training program requirements and performs as the quality assurance agent solely responsible for the proper development of new training programs. Finally, HQ AMC/A4TR ensures existing training programs are relevant and current.

2.1.4. Validates requests for training equipment required for instructional purposes and reviews current technological and educational advances. HQ AMC/A4TR evaluates commercially developed training modules and courseware for air transportation training application.

2.1.5. Coordinates air transportation training needs with appropriate training agencies and with the AMC Air Transportation career field functional manager (when required).

2.1.6. Represents AMC Air Transportation career field at training conferences, ISDs, workshops, and meetings.

2.1.7. Consolidates, establishes, and allocates Air Education and Training Command (AETC) formal school quotas for AMC air transportation personnel during the annual screening process in accordance with AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*.

2.1.8. Manages seat allocations and controls quotas for USAF EC air transportation courses. See **Attachment 2** for a listing of courses. Consult the Education and Training Course Announcements (ETCA) web site for more information at *https://etca.randolph.af.mil/*.

2.1.9. Forecasts annual budget for Air Transportation Web-Based Training (ATWBT).

2.1.10. Coordinates new or revised USAF EC requested training IAW AMCI 36-2207, *Air Mobility Warfare Center (AMWC) Course Development and Ownership Process*.

2.1.11. Functions as the office of primary responsibility (OPR) and has administrative authority over the 60K Tunner and 25K Halvorsen K-loader training courses located at Dover AFB and Travis AFB and established policy and administrative guidance.

2.1.12. Oversees the use of the G081 training subsystem database and approves new course codes.

2.1.13. As required, HQ AMC/A4TR hosts a Unit Training Managers workshop. Workshop may be held in conjunction with ATSEV QA workshop.

NOTE: Contact info for: HQ AMC/A4TR (Standardization, Programs and Resources Branch): E-mail: *AMC/A4TR-AIR-TRANS-TRAINING@scott.af.mil;* US Postal mail: 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308

2.2. USAF Expeditionary Center MOS/MOOT (Air Transportation Branch):

2.2.1. Develops and provides AMC-unique training not otherwise available for the effective and efficient operation of the air transportation mission.

2.2.2. In coordination with HQ AMC/A4TR, MOS/MOOT conducts an ISD/ISR every 18 months on all USAF EC courses.

2.2.3. In coordination with HQ AMC/A4TR, MOS/MOOT evaluates industry training programs, instructional methods, and equipment for air transportation applicability. Commercially sourced items will be validated through field examination prior to procurement action.

2.2.4. Manages the development of ATWBT courses as directed by HQ AMC/A4TR.

2.2.4.1. Maintains a master and backup copy of each computer lesson on a CD-ROM or other storage media. These copies must be stored in a fireproof container.

2.2.4.2. Reviews ATWBT lessons every 18 months or within 90 days of receipt of revised reference regulations.

2.2.4.3. Develops procedures for collecting and analyzing ATWBT data from units to evaluate lesson validity and provides feedback to training branch managers on lesson development and validation.

NOTE: Contact info for: USAF EC/MOS/MOOT (Air Transportation Branch): E-mail: *USAF-MOS.TRANS@McGuire.af.mil*; US Postal mail: 5656 Texas Avenue, Fort Dix NJ 08640-7400

2.3. Unit-Level Commander:

2.3.1. Responsibilities include, but are not limited to, those identified in AFI 36-2201, Vol 3, *Air Force Training Program On-the-Job Training Administration*, and AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*.

2.3.2. Ensures manual procedures are developed and exercised. Manual procedures will be used during "stressful environment" operations; i.e., power outage, computer outage due to battle damage. At a minimum, exercises will be conducted on a quarterly basis and documented (reference AMCI 24-101, Vol 4, *Military Airlift-Air Transportation Systems Management*). When possible, exercises should be conducted in conjunction with wing/base exercises and during periods when they have the least impact on customer service.

2.3.3. Reviews and signs OJT rosters monthly.

2.3.4. Conducts an evaluation, (with assistance of the training manager) at the 24th month of upgrade training (36th month for ANG/AFR personnel), to review trainee progress (CDC progression, core task completion, etc.) and direct appropriate action.

2.3.5. Eliminates no-shows by being proactive. Only in mission-threatened or real-world situations should a member be prevented from attending training.

2.3.6. Accepts Air Reserve Component (ARC) training records e.g., Reserve Aerial Port Data System (RAPDS) as an acceptable training document.

2.3.7. Ensures training requirements are submitted to HQ AMC/A4TR annually as outlined in AFI 36-2201, Vol 3, Chapter 4, *Air Force Training Program On the Job Training Administration* (not applicable to AFRC).

2.3.8. Understands guidance herein is subject to inspection by ATSEV and LSEP personnel.

2.4. AMC En Route Group Level Transportation Training Manager:

2.4.1. Serves as the single point of contact for all training matters affecting the air transportation community within their area of responsibility, Pacific or Europe.

2.4.2. Serves as liaison between en route units and HQ AMC/A4TR.

2.4.3. Validates and compiles annual and out-of-cycle formal course training requests for en route units.

2.4.4. Manages and distributes formal training seat allocations for each en route unit.

2.4.5. Submits formal courses and Mobile Training Team (MTT) requirements to HQ AMC/A4TR.

2.4.6. Validates and coordinates course change requests (e.g., replacement, swaps, etc.) with HQ AMC/A4TR.

2.4.7. Is the HQ AMC POC for G081 Training Subsystem.

2.5. Unit Training Manager:

2.5.1. Responsibilities include, but are not limited to, those identified in AFI 36-2201, Vol 3, *Air Force Training Program On the Job Training Administration,* and local training requirements unique to their location, as directed by the unit commander.

2.5.2. Works closely with the ATSEV Unit Program Manager to ensure standardized training is being accomplished and documented correctly.

2.5.3. Reviews OJT rosters and provides a monthly briefing to the commander.

2.5.4. Monitors formal training quotas to ensure only qualified personnel are selected to attend formal training classes, IAW ETCA.

2.5.5. Coordinates with supervisors to ensure all assigned personnel in upgrade or task qualification training are scheduled for review of training items pertinent to their AFSC and duty assignment.

2.5.6. Organizes training with the ARC coordinator during unit training assemblies (UTA) and annual tours (AT) as required by AFRCI 24-101, *Reserve Aerial Port Program*. Coordinates with the ARC training NCO or team chief for the purpose of loading ARC trainee rosters and making ATWBT equipment available to ARC units during UTAs and ATs.

2.5.7. Additional unit training requirements include, but are not limited to items in **Attachment 6**.

2.5.8. Assists unit personnel in establishing an ATWBT account and demonstrates how to use the system. Provides assistance with regards to module content.

2.5.9. Maintains ATWBT data management files and produces trainee reports for supervisors/managers on a scheduled basis.

2.5.10. Encourages all personnel to suggest improvements to ATWBT lesson content. Suggestions will be sent directly to USAF EC/MOS/MOOT with an information copy to HQ AMC/A4TR.

2.6. Managers, Supervisors, and Training NCOs:

2.6.1. Screen and update training records of all newly assigned active duty personnel within 60 days of assignment. Records for ARC individuals will be screened within 90 days. All individuals will receive a proficiency assessment (PA).

2.6.2. Confirm proficiency prior to recommendation for upgrade.

Chapter 3

FORMAL TRAINING (NOT APPLICABLE TO ARC)

3.1. Formal Training Courses and Annual Screening:

3.1.1. The ETCA web page and DOD 5010.16-C, *Defense Management Education and Training Program*, contain course summaries, attendance prerequisite requirements for training courses, and detailed guidance for fiscal year TDY-to-school requirements. Prerequisite requirements will be strictly adhered to. It is important that unit training managers are thoroughly familiar with these publications. Close coordination between unit training managers and HQ AMC/A4TR is crucial to ensuring all available air transportation formal training allocations are filled.

3.1.2. Refer to AMCI 36-2204, *AMC Formal Training Program,* for information on how to submit students for formal courses, cancellations, name changes, etc.

3.1.3. Unit training managers must accomplish the annual screening process IAW AMCI 36-2204, *AMC Formal Training Program.*

3.1.4. All air transportation formal school requirements will be consolidated into the format provided by HQ AMC/A4TR. Units will submit requirements with their commander's endorsement to HQ AMC/A4TR no later than 30 Jun. All Level 1 classes must have an AF IMT 3933, MAJCOM Mission Training Request, endorsed by the commander and submitted with the requirements. Requirements may be submitted via fax or e-mail.

Chapter 4

AIR TRANSPORTATION WEB-BASED TRAINING (ATWBT)

4.1. General. ATWBT is an individualized computer based training system designed as a bridge between formal technical school training (AFSC 2T2X1) and upgrade training at unit level. This concept standardizes training content from formal schools, career development courses (CDC), and unit OJT. AFRC units will find applicable guidance in AFRCI 24-101, *Reserve Aerial Port Program.* ATWBT website can be located at ***https://amc.csd.disa.mil***

4.2. Purpose. This guidance establishes standardized procedures for operating ATWBT worldwide. It contains guidelines, sets policy, and defines responsibilities for the use and maintenance of the ATWBT system. ATWBT has been designated as a Lead Command Operating System with HQ AMC/A4TR as the OPR (reference AFI 10-901, *Lead Operating Command-Communications and Information Systems Management*).

4.3. Policy:

4.3.1. Supervisors and trainees will establish a thorough understanding of how to use ATWBT software, lesson structure, and how ATWBT applies to OJT.

4.3.2. Trainees are not required to review training materials not related to immediate upgrade or task qualification training or not related to their respective sections.

4.3.3. Trainees unable to obtain lesson proficiency IAW the lesson objective should receive additional training and assistance from their supervisor/trainer. The supervisor/trainer is responsible for ensuring task proficiency through hands-on performance evaluation.

4.3.4. Supervisors will monitor ATWBT with the unit training manager to ensure trainees satisfactorily complete all required ATWBT lessons.

4.3.5. Unit training personnel and supervisors will ensure ATWBT material requirements (appropriate manuals, instructions, or other directives designated by USAF EC/MOS/MOOT) are available to complete lessons.

4.3.6. Report system problems, through the Unit Training Manager, unit commander, and then directly to USAF EC/MOS/MOC by telephone or e-mail (**amchelpdesk@mcguire.af.mil**) within 3 working days.

4.3.7. Current ATWBT courses are listed below:

C-17 Aerial Port Expeditor Course
C-17 Aerial Port Expeditor Course "Refresher Examination"
C-5 Aerial Port Expeditor Course
C-5 Aerial Port Expeditor Course "Refresher Examination"
Aerial Port Vehicles Course
Air Freight Course
Air Terminal Operations Course (ATOC)
Data Records Processing Course
Global Air Transportation Execution System Course (GATES)
Passenger Services Operations Course (PAX)

Chapter 5

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVE (CBRNE) TRAINING

5.1. General:

5.1.1. Frequency and requirements are outlined in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations,* para. 9.7.1. Additional information can be found in AFMAN10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*.

5.2. This section provides guidance to ensure air transportation personnel are properly trained to support wartime operations. Unit training managers must coordinate with the HQ AMC/A4TR to obtain training required for supporting mobility operations. Reference AMCI 24-101, Vol 18, *AMC Mobilized Aerial Port Forces and Aerial Delivery Flights,* for further guidance.

5.3. Base-level CBRNE training applies to all air transportation personnel at AMC units (to include AMC-gained ARC aerial port units) assigned to or with a deployment commitment to identified high or medium chemical threat areas. Its intent is to ensure appropriate qualification training is accomplished for mission-essential duties in a toxic chemical, biological, or radiological environment while wearing a full ground crew chemical ensemble. The goal is to train 100 percent of personnel assigned to mobility position numbers so they can perform their specific mission-essential duties in a toxic environment while wearing the ground crew ensemble (see AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards* to determine work rates and rest periods). Minimum mission-essential training includes, but is not limited to (unless restricted by duty location) the following:

5.3.1. Operation/driving of various MHE/vehicles.

5.3.1.1. Proper operator maintenance of vehicle/equipment.

5.3.1.2. Safe entry and exit of vehicles/equipment.

5.3.1.3. Proper operation of all equipment controls, including cab controls, rail locks, stop blocks, tiedown devices, and any other equipment needed during normal operations.

5.3.1.4. Proper positioning of MHE for aircraft loading and off-loading.

5.3.2. Performance of required spotter duties.

5.3.3. Aircraft loading and off-loading functions (cargo and passenger).

5.3.4. Decontamination of cargo before upload or download of aircraft.

5.3.5. Cargo and passenger processing using both automated and manual procedures.

5.3.6. Performance of Air Terminal Operations Center (ATOC) duties using both automated and manual procedures.

5.3.7. Performance of aircraft fleet servicing functions as appropriate.

5.3.8. Related air terminal operations (ramp coordinator and duty officer) functions, including delivery and pick up of air manifests, checking aircraft loads, hazardous cargo briefing, etc.

5.3.9. Cargo processing functions that would expose personnel to contaminated areas (pallet buildup or breakdown, etc.).

5.3.10. Establishment and operation of an Exchange Zone (EZ) to transfer cargo to/from contaminated and clean aircraft without allowing spread of contaminants. EZ procedures (including a step-by-step aerial port job guide) can be found in the AMC Counter-Chemical, Biological, Radiological, and Nuclear Concept of Operations (AMC C-CBRN CONOPS), 1 Jun 07 **https:// www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=1419141&channelPageId=-1967244&parentCategoryId=-2054502**

5.4. Individuals must complete regularly scheduled unit-conducted CBRNE qualification training in addition to initial and refresher CBRNE training. When possible, qualification training will be conducted in conjunction with wing/base exercises. As a minimum, CBRNE qualification training will be conducted on a biannual basis (not applicable to AFRC). Document training in G081, if not a G081 location, use individual's AF IMT 1098, *Special Task Certification and Recurring Training*, for military personnel, or on AF Form 971, *Supervisor's Employee Brief,* for civilians IAW AFI 36-2201, Vol 3, *Air Force Training Program On the Job Training Administration*.

Chapter 6

TRAINING DEPARTMENT OF NAVY (DON) PERSONNEL AT NAVAL AIR TERMINALS (NOT APPLICABLE TO ARC)

6.1. Requirements:

6.1.1. AMC Functional Area Units will provide technical assistance and training for all aspects of air terminal operations to Department of the Navy military and civilian personnel assigned to the Navy-operated AMC air terminals.

6.1.2. At a minimum, technical assistance will include establishing a 2-week, hands-on training program for assigned Department of the Navy military and civilian personnel. Training programs may include, but are not limited to, items listed in the 2T2X1 Career Field Education and Training Plan (CFETP), Part II, Specialty Training Standard (STS), and QTPs. Training may be conducted at either the Functional Area Unit or Navy-operated AMC air terminal. Actual training time will be based on the experience level of assigned personnel.

6.1.3. AMC personnel assigned to Operating Locations (OLs) or detachments collocated with Navy-operated AMC air terminals will provide technical assistance to the Air Terminal Manager (ATM) and Air Operations Officer (AirOpsO).

6.2. Formal training quotas for Navy-operated AMC air terminal personnel are obtained either through the Quota Management Office, Navy Annex, FB #2, Room 3618, Washington DC 20370, or when possible, the Functional Area Unit. This includes, but is not limited to, requirements for hazardous cargo inspector training and other AMC formal courses. This consolidation will reduce Department of Defense training expenses.

6.3. The following is a partial list of courses available to Navy personnel assigned to Navy-operated AMC air terminals. Refer to DOD 5010.16-C, and the ETCA for course descriptions.

Management of Aerial Port Operations Course, AMC MAPOC, USAF EC, Fort Dix NJ
Aerial Port Operations Course, AMC APO, USAF EC, Fort Dix NJ
Joint Inspection Instructor Qualification Course, AMC JIIQ, USAF EC, Ft Dix NJ
Hazardous Materials Airlift Inspector Course, L3AZR2T251 00AA, Lackland AFB TX

NOTE: For courses taught by (USAF EC/MOOT), Navy unit commanding officers may request waivers to course prerequisites from HQ AMC/A4TR, 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308 or E-mail: *AMC/A4TR-AIR-TRANS-TRAINING@scott.af.mil*, through the Quota Management Office, Navy Annex, FB #2, Room 3618, Washington DC 20370. Waiver requests will be considered on a case-by-case basis.

6.4. The Navy-operated AMC air terminal is responsible for fully funding and issuing associated orders with all off-site training according to the existing AMC/CNO Memorandum of Agreement.

Chapter 7

AIR TRANSPORTATION DUTY POSITION TRAINING/EVALUATION

7.1. Purpose. Unit-conducted individual work center qualification training is critical to the overall success of the unit's mission and the individual. Work center training ensures individuals are qualified to fulfill their role within the units' transportation processes and ensures tasks are performed in a safe, satisfactory, and standardized manner. Air Transportation Standardization and Evaluation (ATSEV) and the use of QTPs create a standardized unit-level training/evaluation program throughout the AMC and ARC air transportation community. This volume administers the application of AMC's duty position Qualification Training Program (QTP). ATSEV and the QTPs have not been mandated by the HQ Air Force Air Transportation Functional Manager, therefore they do not fall under the purview of the AF OJT program. However, actions completed subsequent to the completion of a Task Training Guide (TTG) or Knowledge Training Guide (KTG) are governed by AFI 36-2201, Vol 3, *Air Force Training Program On-the-Job Training Administration*. QTPs are AMC air transportation unique lesson plans developed by the USAF Expeditionary Center at the request and management of HQ AMC/A4T for AMC air transportation units.

7.2. Qualification Training Package (QTP):

7.2.1. QTPs are instructional packages designed for use by AMC and ARC units to guide trainers and evaluators in training/evaluating unit personnel in their assigned tasks. AMC and ARC air transportation units will use QTPs, either TTGs or KTGs for all duty position qualification training. Task-oriented QTPs consist of a TTG, Training Assessment (TA) lesson plan, and a Task Evaluation Checklist (TEC). The TTG is a training guide used by the trainer and includes: task number, training objectives, training references, prerequisites such as ATWBTs or other QTPs that must be completed, an estimated completion time, and training steps.

NOTE: QTPs are not required for upgrade training in areas outside the individual's duty position, however, local management may direct QTPs be accomplished for all training.

7.2.2. Task oriented QTPs (TTGs) require the completion of a TEC. The TEC is an evaluation tool that contains a task checklist and blocks for annotating process compliance. Most TECs also require the completion of a TA. Reference materials may be used to look up the answers to test questions. TAs will be administered by the unit in a distraction free environment. Personnel must achieve a score of at least an 80% score on the TA before completing the TEC. Until online, units will administer and score TAs prior to completing the TEC and establish policies to ensure control of TAs is maintained, ensuring each trainer understands TAs are to be treated as test compromise material. Oral assessments may be administered to employees whose knowledge of the English language is limited. Individuals who do not meet minimum test score requirements or who do not satisfactorily complete the TEC will continue with training until the requirements are met. Unit leadership will determine if re-training will be accomplished by the same trainer.

NOTE: TAs will not be administered to a trainee by the individual(s) who provided training to them. At no time will the score of an individuals TA be used as a basis for job performance. The TAs are used to ensure training was properly given and the required knowledge level was attained. It is inappropriate to administer a TA as an evaluation.

7.2.3. Once training is completed, training will be assessed by an individual(s) (other than the trainer) who is (are) QTP trained/qualified on the task(s). The ATSEV QA UPM and evaluators will randomly observe/assess the training of unit personnel ensuring standardization of training and proper process completion. The qualification process involves completion of the applicable TEC and a written TA. Once individuals are QTP trained, the TECs are not required to be maintained and will be returned to the trainee. Units must recommend individuals maintain the completed TECs should their OJT records become unserviceable or lost. See Para **7.2.1.** NOTE.

7.2.4. Completed TECs will be given to the ARC team chief for later inclusion in RAPDS and their trip report for ARC personnel trained by active duty trainers.

7.2.5. If Senior NCOs will be performing any section processes on a recurring basis and/or providing training on a task they have never been QTP trained, they must be QTP trained before process accomplishment and/or conducting training. For ARC, a RAPDS Individual History Report is required.

7.2.6. Civil service employees are required to train to the QTP standard. Units will need to engage local unions regarding the application of the QTPs with this as an approach: ATSEV and QTPs are AMCs training and evaluation program. Its purpose is to ensure all personnel are adequately trained to accomplish their duties. It's a mandatory program for all AMC and AMC-gained air transportation personnel, whether active duty, ARC, or civilian. To accomplish assigned tasks within the command standard, everyone must be trained. The reasons for training are many, but usually are driven by an action that results in an individual being introduced to a task for the first time such as a new hire or being reassigned to a task that they may have previously performed but require refresher training. Testing is just one tool used by a trainer to evaluate the effectiveness of training. By testing, we evaluate the training, not the individual. No civilian employee will be penalized for failing test(s) given to evaluate training. Should a trainee fail in testing, training will continue until the employee reaches the point where they can pass the test(s). Additionally, tests are not to be used as an appraisal of performance nor will testing be a factor in the member's annual appraisal or maintained as part of a members record. Union chapters support quality assurance and training as long as results do not affect the annual appraisal. Local Civilian Personnel Office and Staff Judge Advocate know how to approach the union and they understand the local labor contract (contracts vary by location). Local union leadership must be consulted since they will be able to provide you with advice on any issues you may have administering training and the evaluation of training to our civilian employees.

7.3. Proficiency Assessment. If an individual changes duty station or duty position (PCS, PCA, or TDY), a Proficiency Assessment (PA) is required by the new supervisor. The supervisor must conduct a PA using the individuals training record(s) with the individual and determine the current proficiency level in each assigned duty position task. The supervisor determines, from the assessment, if QTP recertification/ training is required. This session will be documented in the individual's training record on the AF Form 623a. At no time will any training dates and/or initials be erased for newly assigned personnel. This includes tasks completed from previous assignments that are not presently accomplished at the new duty location.

7.4. Recertification Training. Automatic/recurring QTP duty position recertification is not required, regardless of status (Active/ARC/Civilian). Exceptions are as follows: recertification is requested by the individual, during repeat process evaluation(s) the individual demonstrates a lack of proficiency, or the supervisor determines from the PA that QTP recertification is required.

NOTE: Section leadership will determine the number of failures required before the retraining of a process must be accomplished IAW **7.4.** above.

7.5. Process Evaluations. Process evaluations are assessments of procedures required to accomplish the unit's mission. Every effort should be made to evaluate personnel in the performance of their daily transportation duties without disruption of the normal work schedule. The evaluation focus is on the efficient and effective completion of processes without any major findings. Safety is inherent in all processes and will be an integral part of all evaluations.

7.6. Material Handling Equipment (MHE) Evaluations:

7.6.1. Safe and proper MHE operation is of the utmost importance. In addition to initial training and qualification, a qualified instructor shall evaluate each operator at least once every 3 years and provide refresher training in relevant topics anytime there is a need. To ensure personnel remain proficient on the vehicles used within their duty section all operators must receive an evaluation on each vehicle type. The evaluation process will consist of all three vehicle inspections (before, during, and after) and vehicle operation. During the evaluation process, evaluator assistance will not be provided to the individual. The evaluation shall include, but not be limited to, changes in types of equipment in use, change in operating environment, reportable mishaps, due caution notices, and reports of near-misses. Document the evaluation in G081 (if not a G081 user, document on AF IMT 1098). Exception: this guidance does not apply to our weapons systems or to the annual qualification requirement for our weapons systems (i.e., Tunner and the Halvorsen). Personnel who are/have been unqualified or currently trained and have not driven a specific piece of MHE for a long time must undergo an evaluation to determine if they still possess the skills and knowledge to safely operate the MHE. If the result of the evaluation is that they are not qualified, the QTP must be re-accomplished. If the MHE is a K-Loader, the unit must decide if they should re-accomplish the 2-week course or just the QTP.

7.6.2. This requirement can be met by capturing and documenting a Personal Evaluation (PE) of a MHE operator that resulted in a Pass. There are no testing (TAs) requirements for this evaluation. Individual units may make it a part of their program if they wish, but it is not command directed or intended.

NOTE: If leadership determines they cannot maintain MHE operator proficiency due to limited deployments/MHE usage they may require annual evaluations of operators.

7.7. Work center trainers will:

7.7.1. Meet all requirements listed in AFI 36-2201, Vol 3 *Air Force Training Program*; AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance,* and this instruction.

7.7.2. Be QTP trained in the tasks/processes for which they train others.

7.7.3. Ensure QTPs are current before use.

7.7.4. Complete the Air Force Training Course (formerly known as "Train the Trainer Course").

<div align="center">**Chapter 8**</div>

<div align="center">**G081 TRAINING SUB-SYSTEM**</div>

8.1. General:

8.1.1. The Air Transportation community will use the G081 Training Management Information System to keep track of training due dates and when training is completed. This system will standardize and support unit training managers in the day-to-day management of the unit's training program. G081 provides timely automated data to identify training needs, personnel qualification, and course scheduling.

8.1.2. For additional guidance and information consult HQ AMC/A4TR website below. **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html**

8.1.3. To obtain current data, refer to HQ AMC/A4 website and click on Global Reach Page, login, click training and the master course codes and course status report will be available for your viewing.

Chapter 9

MISCELLANEOUS TRAINING REQUIREMENTS

9.1. Deployed Radio Frequency Identification (RFID) Training

9.1.1. Deployable intansit visibility (ITV) and Active Radio Frequency Identification (aRFID) UTC UFBVE/UFBVP.

9.1.2. This specialized intransit visibility training is applicable to those personnel assigned to UTC Package UFBVP. The UFBVE UTC is composed of two modules each with differing ITV and Automatic Identification Technology (AIT) capabilities. Training will include in-garrison responsibilities for deployment, installation, data connection, and operation of, the Deployable Global Air Transportation Execution System (DGATES) and associated aRFID tag writing capability. Training will also include deployment, interrogator placement, installation, data connection, and operation of the associated Pallet Tag Interrogation Support Kit (PTISK) aRFID tag interrogation capability.

9.1.3. Training will be accomplished annually and annotated in G081, if not a G081 location, document on individual's AF IMT 1098.

9.1.4. Additional ITV, AIT, and policy information can be found on the HQ AMC/A4TI Automatic Identification Technology (AIT) website. **https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/ait/hello.html**

9.2. PTISK Module Training:

9.2.1. AMC will periodically offer training to the UFBVE-tasked units, as scheduled by HQ AMC/A4TR and HQ AMC/A4TI. These training sessions will be constructed as Train-the-Trainer events. Unit-selected attendees will have a minimum of 1 year retention after the training and will provide in-house training within their unit. Course materials will be prepared and presented by the AMC AIT Support Office.

9.2.2. Unit Training is the responsibility of each UFBVE-tasked unit. Basic unit training course materials will be produced by and are available from the AMC/A4TI AIT Support Office. Each unit may modify the basic course materials for integration into the unit training sessions for the best presentation to the UFBVP personnel.

9.3. DGATES Module Training. Training for the aRFID tag write portion of the UTC will be conducted locally as part of the normal GATES training curriculum. aRFID training will cover attaching the aRFID Tag Docking Station (TDS) to the DGATES laptop, registering the TDS to the Army RF-ITV Server (using the GATES software), and writing data to the aRFID tags during the aerial port Close and Process (CAP) procedures for 463L pallets.

9.4. Night Vision Goggle (NVG) Training in Support of UTC UFBNV:

9.4.1. The only HQ AMC approved Train the Trainer course is the Advanced Airlift Tactics Training Center Night Vision Goggle Ground Personnel Course (AATTC NGPC) conducted at either St. Joseph MO or Sierra Vista AZ. Graduates of this course will be NVG qualified instructors for airlift ground operations at their home station. NVG Instructors will be identified in writing by the squadron commander or appointed representative.

9.4.2. Instructors will conduct unit training in three phases:

Phase 1: Initial Familiarization Training. Personnel will be trained in proper inspection, operation, and use of NVGs.

Phase 2: Vehicle Operation. Personnel will operate vehicle in a controlled environment using NVGs. Vehicle training will be done on a K-loader or 10K AT forklift.

Phase 3: Phase 3 is in two stages of training, static and ERO (on-load or off-load). For static training, practice with static loads such as highline docks or flat bed trailers. The second and final stage of Phase 3 is the ERO. Both stages of Phase 3 will be conducted under minimal lighting conditions.

9.4.3. Training will be accomplished in its entirety using the go or no-go concept.

9.4.4. Training will be annotated in G081, if not a G081 location, document on AF IMT 1098.

9.4.5. Training will be monitored by the Unit Training Manager and the Unit Deployment Manager.

9.4.6. Training may be accomplished "just in time" or within 120 days of a deployment.

9.4.7. To ensure proficiency prior to deployment individuals considered qualified at time of deployment must be re-evaluated by a qualified trainer using the NVG TEC.

9.4.8. To maintain or regain currency, NVG instructors must teach a NVG class every 15 months. The instructors must teach all three phases of an NVG class. Instructors may be requalified by another qualified Instructor.

9.4.9. Personnel tasked and trained to support UTC UFBNV must complete refresher training every 15 months. Refresher training will be conducted by a qualified trainer using the NVG QTP and must consist of all 3 phases.

9.4.10. When applicable, HQ AMC/A4TR will conduct a NVG program review during LSEP inspections or other staff visits to the unit.

9.4.11. For more information on the NVG course, consult the ETCA website below. ***https://etca.randolph.af.mil/***

NOTE: NVG website is located at **https://private.amc.af.mil/a3/a31/a31m/NVG%20-%20Main.htm**

9.5. Hazardous Material Technical Specialist Training:

9.5.1. The Traffic Management Flight (TMF) has responsibility for the overall management of technical specialist training required by AFMAN 24-204(I), Attachment 25, *Preparing Hazardous Materials for Military Air Shipments.*

9.5.2. Technical specialist training instructors must be "Preparer" qualified 2T0XX. "Preparer" qualified 2T2XX, Air Transportation Specialists, may be used only as instructors to augment TMF instructors for the certification/documentation (e.g., completion of the Shipper's Declaration) portion of training.

9.5.3. Packaging and preparation portion of training will be provided by the TMF or an individual qualified by AFSC or formal job skills/job training that includes packaging or preparation of unique items (e.g., munitions, vehicles/equipment) for shipment.

9.5.4. Technical specialist training may only be provided to individuals (to include tenant units) who complete both packaging/preparation and certification training managed by the TMF. Requests to provide training to non-tenant MAJCOM, other Service, and outside agency personnel must be approved by HQ AMC/A4TC.

9.5.5. 2T2XX personnel who certify their unit's HAZMAT during deployments must complete technical specialist training. "Preparer" qualified 2T2XX who package or prepare unit HAZMAT during deployments are exempt from completing the certification portion of training.

NOTE: Additional hazardous material training requirements can be found in AFMAN 24-204 (I), Attachment 25, *Preparing Hazardous Materials for Military Air Shipments.*

9.6. Forms Adopted:

DD Form 2133, *Joint Airlift Inspection Record*

AF Form 623, *On-The-Job Training Record*

AF IMT 623a, *On-the-Job Training Record-Continuation Sheet*

AF IMT 797, *Job Qualification Standard Continuation/Command JQS*

AF IMT 1098, *Special Task Certification and Recurring Training*

AF Form 971, *Supervisor's Employee Brief*

AF IMT 3933, *MAJCOM Mission Training Request*

AF IMT 4080, *Load/Sequence Breakdown Worksheet*

AMC IMT 1022, *Air Transportation Process Evaluation History*

AMC IMT 1026, *Process Evaluation Worksheet*

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Deputy Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part I, Part II, Part III, Part VI

DOD 5010.16-C, *Defense Management Education and Training Program*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*

AFI 10-2501 AMC Supplement, *Air Force Emergency Management (EM) Program Planning and Operations*

AFI 10-901, *Lead Operating Command-Communications and Information Systems Management*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-301, *Vehicle Operations*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-210, *Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*

AFI 36-2201, Volumes 1-6, *Air Force Training Program*

AFI 36-2226, *Combat Arms Programs*

AFI 36-2238, *Self-Aid and Buddy Care Training*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*

AFMAN 91-201, *Explosive Safety Standards*

AFRCI 24-101, *Reserve Aerial Port Program*

AMCI 10-403*, Air Mobility Command (AMC) Force Deployment*

AMCI 24-101, Volume 4, *Military Airlift/Air Transportation Systems Management*

AMCI 24-101, Volume 5, *Air Transportation Unit Plans, Resources, and Mobility*

AMCI 24-101, Volume 7, *AMC Aerial Port Expeditor (APEX) Aircraft Loading Program*

AMCI 24-101, Volume 9, *Air Terminal Operations Center*

AMCI 24-101, Volume 11, *Cargo and Mail Policy*

AMCI 24-101, Volume 18, *AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*

AMCI 24-101*, Volume 20, Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*

AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*

AMCI 36-2207, *Air Mobility Warfare Center (AMWC) Course Development and Ownership Process*

TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*

TO 1C-10(K) A-9, *Cargo Loading Manual, KC-10A*

TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

TO 1C-130A-9, *Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/H, HC-130H/N/P, LC-130H, MC-13OH Airplanes*

TO 1C-130A-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H Aircraft*

TO 1C-130A-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H Aircraft*

TO 1C-135(K)A-9, *Technical Manual Cargo Loading, KC-135*

TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

MTMCTEA REFERENCE 99-55-24, *Vehicle Preparation Handbook for Fixed Wing Air Movements*

MILSTD129, *Marking for Shipment and Storage*

IATA, ICAO, and Transportation of Dangerous Goods Regulations

Abbreviations and Acronyms

AALPS—Automated Air Load Planning System

ACL—Allowable Cabin Load

AEF—Air Expeditionary Force

AETC—Air Education and Training Command

AFRC—Air Force Reserve Command

AIT—Automatic Identification Technology

ANG—Air National Guard

APEX—Aerial Port Expeditor Load Director Course

APO—Aerial Port Operations

ARC—Air Reserve Component

aRFID—Active Radio Frequency Identification

AT—Annual Tour

ATIIs—Air Transportation Interest Items

ATOC—Air Terminal Operations Center

ATSEV—Air Transportation Standardization Evaluation

ATWBT—Air Transportation Web-Based Training

CBRNE—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive

C-CBRNE—Counter-Chemical, Biological, Radiological, and Nuclear

CFETP—Career Field Education Training Plan

DGATES—Deployed Global Air Transportation Execution System

DON—Department of Navy

ETCA—Education and Training Course Announcement

GATES—Global Air Transportation Execution System

GCE—Ground Crew Chemical Ensemble

G081—Training Management Information Sub System

IATA—International Air Transport Association

IDP—Installation Deployment Plan

ICAO—International Civil Aviation Organization

ISD—Instructional System Development

ITV—Intransit Visibility

JI—Joint Inspection

JIIQ—Joint Inspection Instructor Qualification

MAPOC—Management of Aerial Port Operations

MHE—Material Handling Equipment

MTL—Master Task Listing

MTT—Mobile Training Team

NVG—Night Vision Goggles

OL—Operating Locations

OJT—On-the-Job Training

PA—Proficiency Assessment

PTISK—Pallet Tag Interrogation Support Kit

QTP—Qualification Training Package

RFID—Radio Frequency Identification

RAPDS—Reserve Aerial Port Data System

STS—Specialty Training Standard

TEC—Task Evaluation Checklist

TA—Training Assessment

TTG—Task Training Guide

TPFDD—Time Phased Force and Deployment Data

UPM—Unit Program Manager

USAF EC—US Air Force Expeditionary Center

UTA—Unit Training Assemblies

UTC—Unit Type Code

Attachment 2

AETC, USAF EC, AND OTHER FORMAL COURSE LISTING

A2.1. For additional and the most current information (i.e., course pre-requisites etc.) for listed courses, consult the Education and Training Course Announcements (ETCA) on the web at: ***https://etca.ran-dolph.af.mil/***

AETC Courses:

L3AZR2T251 00AA	Hazardous Materials Airlift Inspector Course (In residence)
L7AZT2T251 00AA	Hazardous Materials Airlift Inspector Course (MTT)
J3AZR3S200 011	Principles of Instruction (In residence) HQ AETC/DOPP
J4AZT3S200 011	Principles of Instruction (MTT) HQ AETC/DOPP
L6AZW2T251 00AA	Transportation Combat Readiness and Resources

USAF EC Courses:

AMC MAPOC	Management of Aerial Port Operations Course (can be an MTT)
AMC JIIQ	Joint Inspection Instructor Qualification Course (can be an MTT)
AMC APO	Aerial Port Operations Course (can be an MTT)
C-17 APEX	C-17 Aerial Port Expeditor Load Director Course
C-5 APEX	C-5 Aerial Port Expeditor Load Director Course

Other Courses:

AATTC NGPC	Advanced Airlift Tactics Training Center Night Vision Goggle Ground Personnel Course

Attachment 3

JOINT INSPECTION TRAINING (APPLICABLE ONLY TO GUARD AND RESERVE)

A3.1. Air transportation personnel must meet the following requirements to become joint inspection (JI) qualified:

A3.1.1. Must be hazardous cargo preparer or inspector-qualified IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

A3.1.2. Must complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A3.1.3. Must complete the following ATWBT lessons:

  Air Freight/Palletization

  Air Freight/Explosives

  Air Freight/Mobility

  Air Terminal Operations Course (ATOC)/Load Planning

https://amc.csd.disa.mil/kc/login/login.asp

A3.1.4. Must complete the Qualification Training Package (QTP) 7.1.2. Accomplish a Joint Inspection, IAW AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*.

A3.1.5. Must be identified in writing by the unit commander as qualified to perform JIs. This authorization letter will be maintained and updated as required.

A3.2. The most current JI QTP will be used in conjunction with the most current JI lesson plan and training material located on the USAF EC joint inspection web site **https://www.usafec.af.mil/students/mos/MOpsDiv/trans/instruc_res.asp** to conduct joint inspection training.

NOTE: Reserve aerial port units must contact their respective NAF POCs for access to this material.

A3.3. Unit joint inspection trainers must attend the USAF EC Joint Inspector Instructor Qualification Course. The course provides formal instruction on all aspects of teaching principles/techniques and lesson plan development with detailed instruction on student/classroom preparation and platform instruction. Strong emphasis is placed on standardizing the joint inspection training procedures and test administration, and maintaining training documentation.

A3.4. After successfully completing the requirements of paragraphs **A3.1.1.** thru **A3.1.4.** above, additional OJT must take place in the unit prior to the commander designating the individual as a Joint Inspector. This additional OJT includes working several joint inspections under supervision, thus gaining confidence and experience in the procedures.

NOTE: If Reserve and Guard units are going to maintain a JI program they must have a JI program manager or designated equivalent to oversee all aspects of the JI program. The program manager or designated equivalent will have to meet the prerequisites in section **A4.5.4.12.**

Attachment 4

JOINT INSPECTION TRAINING (NOT APPLICABLE TO GUARD AND RESERVE)

A4.1. Joint inspection Definition. Joint inspection (JI) is the inspection of aircraft loads by qualified representatives from the moving unit and the supporting airlift representative.

A4.2. Objective and Scope:

A4.2.1. Provide the guidance and tools necessary to ensure standardized JI training is being provided to selected unit personnel. This program is intended to work in conjunction with unit ATSEV program. JI instruction at the unit level will be executed using HQ AMC-approved curriculum to ensure standardized training command wide.

A4.2.2. At a minimum, each unit will have enough fully qualified JI personnel as tasked by their associated AEF TPFDD library.

A4.2.3. All AMC units must establish a JI Program IAW this publication. Exceptions will be made on a case-by-case basis in coordination with HQ AMC/A4TR. Program requirements consist of three elements:

A4.2.3.1. Joint Inspection Instructor Qualification Course.

A4.2.3.2. Hazardous materials inspector/preparer qualifications IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments.*

A4.2.3.3. Unit-level training.

A4.3. Goal. Improve the overall JI process. The implementation of this standardized program will enhance the training provided, enhance individual awareness of mobility operations, and improve unit effectiveness. Ultimately, deploying forces will experience standardized JI operations when processing through an AMC terminal.

A4.4. General Information:

A4.4.1. Joint Inspection qualification is a perishable skill in the air transportation career field. If not exercised on a regular basis, the ability of units to perform their wartime mission is severely degraded.

A4.4.2. Training is absolutely essential to a viable JI program. It requires thorough planning, careful scheduling, timely implementation, capable direction, and skillful application. Commanders and supervisors at all levels must support the program to assure its effectiveness.

A4.4.3. The JI process is extremely important for a safe air deployment. It is designed as a partnership between the mobility force inspection team and the deploying force. Joint inspection personnel must be familiar with and adhere to the applicable guidance and procedures outlined in the publications and T.O.s specified in **Attachment 1** of this publication.

A4.5. Roles and Responsibilities:

A4.5.1. **HQ AMC/A4TR:**

A4.5.1.1. Functions as the overall office of primary responsibility (OPR) and has administrative authority over the joint inspection program and will establish policy and administration guidance.

A4.5.1.2. Plans and organizes, in conjunction with USAF EC, an as needed Joint Inspection Workshop for the purpose of updating training materials. Workshops allow unit representatives to have face-to-face interaction and cross flow ideas.

A4.5.2. **AMC/USAF EC:**

A4.5.2.1. Manages the program as directed by HQ AMC/A4TR.

A4.5.2.2. Formulates policy and guidance, analyzes deficiencies, and assists with solving problems.

A4.5.2.3. Develops standardized JI curriculum and examinations.

A4.5.2.4. Controls and maintains original copies of test material.

A4.5.2.5. Provides administrative guidance and program oversight.

A4.5.2.6. Plans and organizes, in conjunction with HQ AMC/A4TR, an annual Joint Inspection Workshop.

A4.5.2.7. Develops and provides course critiques to unit program managers.

A4.5.3. **Unit commander:**

A4.5.3.1. Appoints (in writing) qualified unit JI training instructors and program manager, and provides a copy of appointment letter to HQ AMC/A4TR and USAF/MOOT.

A4.5.3.2. Appoints (in writing) individuals who have successfully completed all training requirements to become JI qualified and are selected to perform JI duties.

A4.5.3.3. Ensures adherence to all safety requirements in accordance with applicable T.O.s and publications. Unit oversight is essential to the programs integrity.

A4.5.4. **Unit JI Program Manager:**

A4.5.4.1. Administers JI program in accordance with AMC directives. Refer to USAF EC web site for additional program administration information.

A4.5.4.2. Ensures a unit classroom training course is established or coordinates with another AMC unit with an established JI program to obtain training.

A4.5.4.3. Schedules unit-level training for appointed personnel on a frequency sufficient to cover initial and biennial refresher training requirements. There must be one instructor for every 10 students during the classroom portion and one instructor for every five students during the hands-on portion.

A4.5.4.4. Maintains class rosters.

A4.5.4.5. Maintains updated curriculum.

A4.5.4.6. Identifies JI instructor requirements and coordinates with HQ AMC/A4TR to forecast Joint Inspection Instructor Qualification (JIIQ) course allocations.

A4.5.4.7. Maintains critiques for 2 years and reviews periodically to identify trends and take corrective actions.

A4.5.4.8. Validates instructors teaching in one initial class per year and completing one JI annually.

A4.5.4.9. Ensures each instructor teaches one class a year and completes one JI annually.

A4.5.4.10. Ensures students meet course pre-requisites

A4.5.4.11. Ensures the administration of the JI subject matter expert examination.

A4.5.4.12. JI Program Manager Training Requirements:

A4.5.4.12.1. As a minimum, must be a 7-level or civilian equivalent.

A4.5.4.12.2. JI qualification is highly recommended.

A4.5.4.12.3. Review UJIP program manager's course guide located on the USAF EC Web Page. **https://www.usafec.af.mil/students/mos/MOpsDiv/trans/instruc_res.asp**

A4.5.5. **JI Instructors:**

A4.5.5.1. Teach HQ AMC/A4TR approved JI curriculum.

A4.5.5.2. Conduct a unit classroom training course within 90 days after receiving USAF EC training. If lapses over 90 days, have supervisor or Program Manager annotate justification in OJT records reason(s) why instruction was not accomplished.

A4.5.5.3. Reproduce classroom materials to accommodate the number of students scheduled for class.

A4.5.5.4. Administer an end-of-course exam and hands on evaluations. Provide additional instruction to students who do not meet the 80% minimum passing criteria.

A4.5.5.5. Must be present during classroom testing and hands-on evaluations.

A4.5.5.6. Control all test materials to prevent test compromise.

A4.5.5.7. JI Instructor Training Requirements:

A4.5.5.7.1. Complete 7-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A4.5.5.7.2. JI qualified in accordance with training requirements outlined in **A4.6.3.**

A4.5.5.7.3. Must complete USAF EC JI Instructor Qualification course (AMC JIIQ).

A4.5.5.7.4. Must complete the Air Force Training Course (formerly known as "Train-the-Trainer

Course")

A4.5.5.7.5. Teach one initial class per year for currency. Perform one JI quarterly, complete QTP 7.1.2 annually.

NOTE: Must complete JI subject matter expert test biennially administered by program manager or designated representative.

A4.5.6. **Joint Inspectors (personnel selected to perform as joint inspectors) must:**

NOTE: Complete the following course pre-requisites prior to attending the unit JI program course.

A4.5.6.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A4.5.6.2. Maintain hazardous materials inspector or preparer qualifications IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

A4.5.6.3. Trainees must complete the following ATWBT lessons:

Air Freight/Palletization
Air Freight/Explosives
Air Freight/Mobility
Air Terminal Operations Course (ATOC)/Load Planning

A4.5.6.4. Complete the Qualification Training Package (QTP) 7.1.2. *Accomplish a Joint Inspection*.

A4.5.6.5. Complete the unit JI program course, IAW this publication.

A4.5.6.6. Additional OJT will be required at the unit prior to the commander authorizing the individual to perform duties as Joint Inspector. This OJT includes working several joint inspections under supervision.

A4.5.6.7. JI qualified personnel must be thoroughly familiar with applicable publications and T.O.s listed in this volume. In addition, inspectors must be knowledgeable of their host wing's installation deployment plan (IDP).

A4.5.6.8. After initial qualification, personnel performing duties as joint inspectors will:

A4.5.6.8.1. Maintain proficiency by using training loads/chalks that include at least one vehicle or rolling stock with hazards, a multi-pallet train, and pallets. Whenever possible, actual loads will be used for training. JI personnel will complete at least one inspection per year.

A4.5.6.8.2. Complete biennial refresher training which will consist of a written test and one JI. If student fails, they will attend initial classroom training and applicable ATWBT lessons. Passing score to maintain proficiency is 85%.

NOTE: Hazardous cargo may be simulated on training loads/chalks.

A4.6. Training Documentation:

A4.6.1. The JI instructor will document initial classroom and biennial refresher training requirements using the TEC. As a minimum, instructors will document in the remarks section of the TEC, strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A4.6.2. The JI student's supervisor will document initial classroom and biennial refresher training in G081, if not a G081 location, use using a separate AF IMT 1098, *Special Task Certification and Recurring Training*, in the individual's OJT record or approved training database. Training for civilian employees will be annotated on the individual's AF Form 971, *Supervisor's Employee Brief*. Establish training folders for individuals without OJT records. Document additional OJT on AF IMT 623a, *On-The-Job Training Record Continuation Sheet,* or AF Form 971.

Attachment 5

LOAD PLANNING TRAINING

A5.1. Air transportation personnel must meet the following requirements to be load planning qualified:

A5.1.1. Must be a 5-level or higher.

A5.1.2. Must be identified in writing by their unit commander (or designated representative) as being fully qualified to load plan a specific airframe. An authorization letter listing all individuals qualified to perform load planning duties will be maintained and updated as required. Training will be annotated in the individual's training record.

A5.1.3. Must be hazardous cargo inspector qualified according to AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments.*

A5.1.4. Must be able to select loads by priority using on-hand files and flight data.

A5.1.5. Must be able to manifest cargo/mail, prepare pre-load/pre-manifest documents, using both manual and mechanized methods.

A5.1.6. Must be able to accomplish air terminal inventory.

A5.1.7. Must be familiar with capability forecasting functions.

A5.1.8. Must be familiar with aircraft configurations Dash 5 and Dash 9 requirements.

A5.1.9. Must be able to compute aircraft weight and balance.

A5.1.10. Must be able to determine aircraft allowable cabin load (ACL) limitations.

A5.1.11. Must be able to determine critical leg ACL.

A5.1.12. Must be able to complete manual AF 4080, Load/Sequence Breakdown Worksheet. (Only authorized automated form is the AF IMT 4080)

A5.1.13. Must be able to accomplish load planning functions using GATES/Automated Air Load Planning System (AALPS).

A5.1.14. Must be able to determine hazardous material compatibility.

A5.1.15. Must be familiar with passenger restrictions associated with the movement of hazardous cargo.

A5.1.16. Must be able to compute center of balance for rolling stock and pallet trains.

A5.1.17. Must be able to compute cargo tiedown restraint.

A5.1.18. Must be familiar with proper pallet build up and aircraft contour restrictions.

A5.1.19. Must successfully complete all associated ATWBT lessons.

A5.1.20. Must complete associated QTP located in the Module 13: Air Terminal Operations.

A5.2. Formal training courses do not qualify the trainee to perform load planning functions. Additional OJT must take place in the unit prior to the commander designating the individual as a load planner. This

additional OJT will be of duration until the trainee has gained confidence and experience in all load planning procedures on each airframe with their supervisor.

NOTE 1: In coordination with HQ AMC/A4TR; ARC will determine their requirements.

NOTE 2: Expeditionary forces should approach CONUS fixed aerial ports for assistance in any load planning shortfalls.

Attachment 6

25K HALVORSEN AND 60K TUNNER TRAINING

A6.1. 25K Halvorsen and 60K Tunner Training. Training is essential for a safe operation of the Halvorsen and Tunner vehicles. Operators must understand and take necessary steps to ensure a safe operation at all times. This training will include classroom and hands-on training.

A6.2. 25K Halvorsen and 60K Tunner Instructors, Training Requirements and Annual Requirements. Annual evaluations will be required for all personnel who are currently licensed to drive a Halvorsen or Tunner loader. This is accomplished by the review of the unit's unique safety concerns, and covers the local Parking and Traffic Flow Plan. The vehicle trainer will use the Task Evaluation Checklist from the Halvorsen QTP to evaluate the operator.

NOTE: Air Reserve Component Training. The duration of training for ARC personnel is the same as active duty personnel. The ARC will use lesson plans and training material provided by AMC.

A6.3. Requirements and responsibilities for instructors stationed at the 60 APS and 436 APS:

A6.3.1. Must be an E-5 or above.

A6.3.2. Attended a formal class for instruction class (POI).

A6.3.3. Must complete the ATWBT lesson: Aerial Port Vehicles Course.

A6.3.4. Must be qualified on the Halvorsen or Tunner for a minimum of 1 year before attending the formal class.

A6.3.5. Must have a valid State and Military driver's license (with 25K Halvorsen or 60K Tunner already on license).

A6.3.6. Flight line badge is required.

A6.3.7. The 436th Aerial Port Squadron Training Office (Dover AFB DE): Responsible for initial Halvorsen/Tunner "Train-the-Trainer" course for units east of the Mississippi.

A6.3.8. The 60th Aerial Port Squadron Training Office (Travis AFB CA): Responsible for initial Halvorsen/Tunner "Train-the-Trainer" course for units west of the Mississippi.

A6.3.9. Lesson plan material can be located at **https://www.my.af.mil/gcss-af/USAF/AFP40/d/ 1074111948/Files/a4t/a4tr/equipment/loaders/hello.html**

A6.4. Unit Level Instructors Requirements:

A6.4.1. Must complete the Aerial Port Vehicles Course ATWBT lesson.

A6.4.2. Must be qualified on the Halvorsen or Tunner for a minimum of 1 year before attending the formal class.

A6.4.3. Must have a valid State driver's license and Military driver's license (with 25K Halvorsen or 60K Tunner already on license).

A6.4.4. Must be an NCO, qualified on appropriate vehicle, attended the 10-day Tunner course or 3-day Halvorsen course at either Dover AFB, Travis AFB, or HQ AMC A4TR authorized location and be authorized in writing by the unit commander.

A6.4.5. Must be an E-5 or above (E-4 is acceptable with an approved waiver letter by HQ AMC/ A4TR)

NOTE: Units that wish to lower the NCO trainer grade requirement must forward their Unit Commander signed waiver request to HQ AMC/A4TR for approval. The waiver will be granted on a case-by-case basis, be specific to that unit, and be based on unit size. To ensure quality training, the grade requirement will not go below SrA/E-4.

A6.5. Vehicle Operator Requirements:

A6.5.1. Trainees must complete the Aerial Port Vehicles Course ATWBT lesson.

A6.5.2. Must have a valid State and Military driver's license.

A6.5.3. Complete annual reevaluation which will consist of a written test and a driving evaluation. If student fails, they will attend initial classroom training and the applicable ATWBT lesson. Passing score to maintain proficiency is 80%.

A6.6. Training Documentation:

A6.6.1. The Unit-Level Instructor will document initial classroom and annual refresher training requirements using a TEC. At a minimum, instructors will document in the remarks section of the TEC, strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A6.6.2. The student's supervisor will:

A6.6.2.1. Document initial classroom and annual refresher training in G081. If not a G081 location, use a separate AF IMT 1098, *Special Task Certification and Recurring Training*, in the individual's OJT record or approved training database. Training for civilian employees will be annotated on the individual's AF Form 971, *Supervisor's Employee Brief.*

A6.6.2.2. Establish training folders for individuals without OJT records. Document additional OJT on AF IMT 623a, *On-The-Job Training Record Continuation Sheet,* or AF Form 971.

Attachment 7

ADDITIONAL TRAINING REQUIREMENTS

A7.1. Training requirements may include but are not limited to:

A7.1.1. Annual explosive safety training for personnel whose duties involve contact with explosives (AFMAN 91-201, *Explosive Safety Standards)*.

A7.1.2. Hazardous materials preparer, inspector, and handlers training (AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*).

A7.1.3. APEX Aircraft Loading Program (AMCI 24-101, Vol 7, *AMC Aerial Port Expeditor Aircraft Loading Program*).

A7.1.4. Nuclear cargo loading training (AMCI 24-101, Vol 11, *Cargo and Mail*).

A7.1.5. Joint airdrop inspection records, malfunction investigations, and activity reporting (AMCI 24-101, Vol 18, *Military Airlift-AMC Mobilized Aerial Port Forces and Aerial Delivery Flights)*.

A7.1.6. AF Reserve training (AFRCI 24-101, *Reserve Aerial Port Program)*.

A7.1.7. Aircraft marshalling training (AFI 11-218, *Aircraft Operation and Movement on the Ground*).

A7.1.8. Joint Airlift Inspection (AFI 10-403, *Deployment Planning and Execution*, and DOD 4500-9PT3, *Mobility*).

A7.1.9. Nuclear Biological and Chemical Defense Training (AFI 32-4001, *Disaster Preparedness Planning and Operations*).

A7.1.10. Vehicle and materials handling equipment (MHE) training (AFI 24-301, *Vehicle Operations,* and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver)*.

A7.1.11. Mobility related training (for example, pallet build-up, aircraft loading, equipment tie-down, and hazardous cargo preparation) for other base units as required (AMCI 24-101, Vol 5, *Air Transportation Unit Plans, Resources, and Mobility)*.

A7.1.12. Law of Armed Conflict (LOAC) briefings, and personal and family readiness briefings IAW AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict.*

A7.1.13. Self-aid and buddy care training IAW AFI 36-2238, *Self-Aid and Buddy Care Training.*

A7.1.14. Force protection familiarization training IAW AFI 31-210, *The Air Force Antiterrorism/ Force Protection (AT/FP) Program Standards.*

A7.1.15. Small arms training IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2226, *Combat Arms Program,* and AMCI 10-403*, Air Mobility Command (AMC) Force Deployment.*